

Instructions for 1999 Form MO-PTC Property Tax Credit Claim

These instructions are for guidance only and do not state the complete law.

Important Items for 1999

1. If you are required to file a Missouri tax return, you must file **Form MO-1040, Individual Income Tax Return**, and enclose Form MO-PTC, Property Tax Credit Claim with that form. This will ensure efficient processing of your claim.
2. The due date for Form MO-PTC is April 17, 2000.
3. Send claims to: **Department of Revenue, P.O. Box 2800, Jefferson City, MO 65105-2800**. If filing Form MO-1040 with your Form MO-PTC, send both forms to the address listed above.

General Information

Who May Claim Credit

To qualify for the property tax credit or refund: (Use the diagram below to help you determine if you are eligible to claim the Property Tax Credit.)

1. You or your spouse must be 65 years of age or older as of December 31, 1999 (born before 1935). (If your spouse was 65 or older and died during the calendar year 1999, you still qualify for the credit for 1999, even if you are not age 65); **and**

You or your spouse must have been Missouri residents for the entire 1999 calendar year. If claimant would have otherwise qualified for a property tax credit and

would have been a resident for the entire 1999 calendar year, but died before the last day of the calendar year, the claimant would still qualify for the credit for 1999.

OR

2. You or your spouse may also qualify for this credit if you or your spouse is a veteran of any branch of the armed forces of the United States or this state and you or your spouse became 100% disabled as a result of such service. If you are the surviving spouse of a 100% service connected disabled veteran, all of the veteran's benefits must be reported. **Note:** You must enclose a copy of the letter received from the Department of Veterans Affairs that states your qualifications as a 100% service connected disabled veteran. This letter must state, "**To be filed with Form MO-PTC, Property Tax Credit Claim.**"

OR

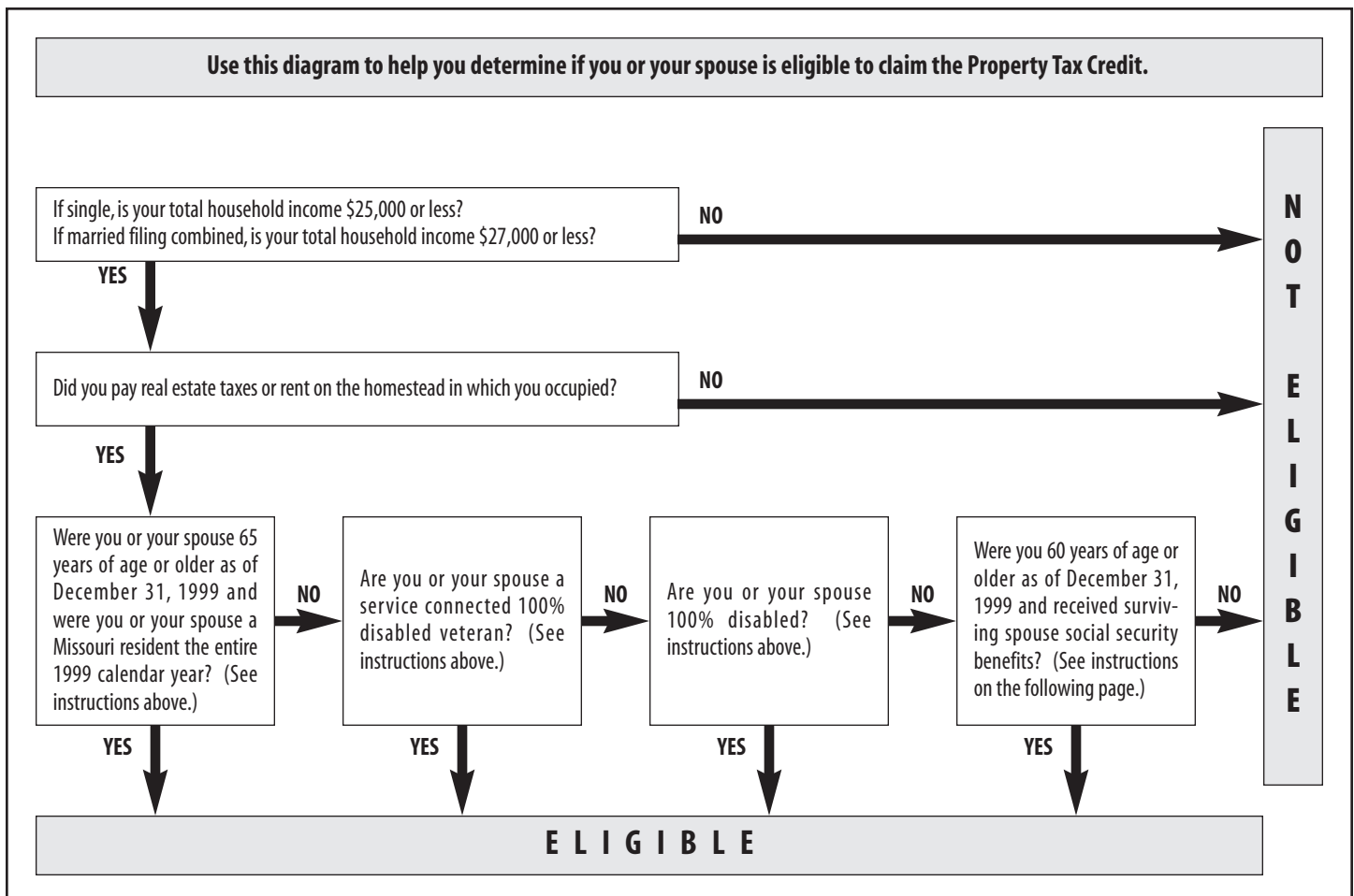
3. If you or your spouse are under age 65, claimant may qualify for the credit only if disabled as defined in Section 135.010(2), RSMo. **Note:** Rent or real estate tax must be paid by the claimant.

Disabled: (as defined in Section 135.010(2), RSMo) The inability to engage in any substantial gainful activity by reason of any medically determined physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. A claimant shall not be required to be gainfully employed prior to such disability.

Note: Minor children (under age 18) do not qualify for the Property Tax Credit.

Disabled Verification. If you are under age 65, a doctor must certify that you are disabled by completing Federal Form 1040, Schedule R Instructions, page 4 or Federal Form 1040A, Schedule 3 Instructions, page 4. You may also verify you are disabled by enclosing a copy of Form SSA-1099, a letter from the Social Security Administration providing the date of disability or a copy of your Medicare card (not Medicaid card).

OR



4. You must be 60 years of age or older as of December 31, 1999 (born before 1940) and received surviving spouse social security benefits during 1999. You must enclose a copy of Form SSA-1099.

In addition to the qualifications listed previously, the following two qualifications must also be met for all individuals:

1. Your **total** household income cannot exceed \$25,000. However, if your filing status is "married-filing combined," the **total** combined household income cannot exceed \$27,000. (Note: If you are a 100% service connected disabled veteran, veteran's payments and benefits are excluded from total household income); **and**
2. You must pay real estate tax on, or rent, the homestead **occupied** by you during 1999.

If you meet the above qualifications, complete Form MO-PTC to determine if you are eligible for a credit or refund.

A married couple generally must file a combined claim, reporting income and real estate taxes and/or rent for both. A married couple may file separate claims only if each occupied separate homesteads for the entire 1999 calendar year. Each must then report his/her individual income and real estate tax and/or rent paid.

If two (2) or more qualified individuals (not a married couple) occupy the same homestead, each must file a separate claim and report his/her individual income and his/her portion of real estate taxes and/or rent paid.

An executor, administrator or an heir who has received refusal of letters of administration or refusal of letters testamentary may file a claim on behalf of the deceased, if the deceased fulfilled all of the above qualifications prior to date of death.

How to File

If you are required to file a Form MO-1040, your completed Form MO-PTC must be enclosed with that return and mailed to P.O. Box 2800, Jefferson City, MO 65105-2800. The amount of property tax credit, Form MO-PTC, Step 5, Line 15, must be entered on Form MO-1040, Line 36 and applied to any outstanding income tax liability with the excess credit to be refunded.

To determine if you are required to file a Form MO-1040, obtain a copy of the Form MO-1040 and instructions or call the nearest Department of Revenue Tax Assistance Center for information. Forms may be obtained by contacting: **Department of Revenue, Division of Taxation and Collection, P.O. Box 3022, Jefferson City, MO 65105-3022, accessing our web site at <http://dor.state.mo.us> or calling (800) 877-6881. (TDD (800) 735-2966 or fax (573) 526-1881)**

If you are not required to file a Form MO-1040, you may receive a refund by filing Form MO-PTC only.

When and Where to File

For the quickest processing of your refund, file your claim on or before **April 17, 2000**. However, you may file your claim up to three (3) years from the due date and still receive your refund. Mail your completed Form MO-PTC, whether filed as a return itself or enclosed with your Form MO-1040 to:

**Department of Revenue
P.O. Box 2800
Jefferson City, MO 65105-2800**

When the due date falls on a Saturday, Sunday or legal holiday, the return will be considered timely, if filed on the next business day.

Definitions

Homestead is the dwelling, in Missouri, in which you reside, whether owned or rented, and the surrounding land, not to exceed five (5) acres, as is reasonably necessary for use of the dwelling as a home. A homestead may be part of a larger unit such as a farm or building partly rented or used for business. It may be a room in a nursing home, an apartment or a mobile home unit.

Claimant is the person or persons (husband and wife) claiming the property tax credit or refund.

Household income is the income received by a claimant, spouse and/or children and includes all income from sources listed on Form MO-PTC.

Rent constituting real estate taxes paid is 20 percent of gross rent paid by a claimant in the calendar year 1999. Gross rent must be reduced by the amount charged for health and personal care services and food furnished as part of the rental agreement.

Real estate taxes paid are the total county and/or city tax(es) paid on your homestead exclusive of special assessments, penalties, interest and charges for service. To qualify, real estate taxes must be paid prior to the time a claim is timely filed. Real estate taxes paid for calendar year 1999 may be allowed only on a claim filed for the year 1999. Delinquent real estate taxes paid in 1999 for a prior year do not qualify to be claimed on your 1999 claim. A copy of your paid real estate tax receipt must be enclosed with your Form MO-PTC.

If a claimant owned a homestead as a joint tenant or tenant in common with another person or persons, the real estate taxes allowable shall be those which were **paid** by the claimant.

If a claimant owned or rented different homesteads during the calendar year 1999, the allowable property tax credit is the allocated real estate tax and rent paid based upon **occupancy** for the year.

If a homestead is part of a larger unit, such as a farm, or multipurpose or multidwelling building covered by a single tax statement, real estate taxes allowable will be that percentage of the total real estate taxes as the assessed valuation of the homestead is to the total assessed valuation. **You must include an Assessor's Certification (Form MO-948) from your county assessor's office indicating the amount of tax paid on five (5) acres and your homestead.**

All claims must be signed. Any of the following signatures are acceptable: (1) claimant's signature; (2) claimant's "X" witnessed by two persons; (3) signature of individual having Power of Attorney with a copy of the Power of Attorney attached; or (4) signature of legal guardian, executor, etc., with a copy of the legal appointment attached.

Important: If the Form MO-PTC is being filed on behalf of a claimant by a nursing home or residential care facility, a statement to that effect from the claimant's legal guardian must be enclosed with the Form MO-PTC.

Internet/World Wide Web

The Department of Revenue has a home page on the World Wide Web. Individuals can access this web site: <http://dor.state.mo.us> to obtain informational materials and Missouri tax forms.

Tax Forms Available by Fax

Blank Missouri tax forms are available by fax. To access the "Forms-by-Fax" System call (573) 751-4800 from your **fax machine handset**. The "Forms-by-Fax" System will take you through the steps to fax you a copy of the forms you need. If you are speech or hearing impaired, please call TDD (800) 735-2966 or fax (573) 526-1881.

Americans With Disabilities Act (ADA)

The state of Missouri offers a Dual Party Relay Service (DPRS) for speech/hearing impaired individuals. This service was implemented in order to comply with the Americans with Disabilities Act (ADA). An individual with speech/hearing impairments may call a voice user at (800) 735-2966 or fax (573) 526-1881.

Form MO-PTC Property Tax Credit Claim Line-by-Line Instructions

These instructions are for guidance only and do not state the complete law.

If you or your spouse files a Form MO-1040, Individual Income Tax Return, you must enclose your Form MO-PTC with that return and mail to: Department of Revenue, P.O. Box 2800, Jefferson City, MO 65105-2800.

Important: If you are required to file a Form MO-1040, you must complete Form MO-1040 through Line 35 before you complete Form MO-PTC.

Qualifications

Check applicable block to indicate under which qualifications you are filing this claim.

Note: To qualify for this income tax credit or refund you or your spouse must be 65 years of age or older as of December 31, 1999. If your spouse was 65 or older and died

during calendar year 1999, you still qualify for the credit even if you are not age 65. Also, you or your spouse must have been a Missouri resident for the entire 1999 calendar year. If claimant would have otherwise qualified for a property tax credit and would have been a resident for the entire 1999 calendar year, but died before the last day of the calendar year, the claimant would still qualify for the credit for 1999.

OR

You may also qualify for this credit if you or your spouse is a veteran of any branch of the armed forces of the United States or this state and you or your spouse became 100% disabled as a result of such service. **Note:** You must enclose a copy of the letter received from the Department of Veterans Affairs that states your qualifications as a 100% service connected disabled veteran. This letter must state, **"To be filed with Form MO-PTC."**

OR

If you are under age 65, you may qualify for the credit only if you are disabled as defined in Section 135.010(2), RSMo. **Note:** Rent must be paid by the claimant.

Your total household income cannot exceed \$25,000. However, if your filing status is "married filing combined" the total combined household income cannot exceed \$27,000.

Disabled: (as defined in Section 135.010(2), RSMo) The inability to engage in any substantial gainful activity by reason of any medically determined physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. A claimant shall not be required to be gainfully employed prior to such disability.

Disabled Verification. If you are under age 65, a doctor must certify that you are disabled by completing Federal Form 1040, Schedule R Instructions, page 4 or Federal Form 1040A, Schedule 3 Instructions, page 4. You may also verify you are disabled by enclosing a copy of Form SSA-1099, a letter from the Social Security Administration providing the date of disability or a copy of your Medicare card (not Medicaid card).

OR

You must be 60 years of age or older as of December 31, 1999 (born before 1940) and received surviving spouse social security benefits during 1999. You must enclose a copy of Form SSA-1099. Indicate the decedent's name and the date of death in the box provided.

Note: If two (2) or more qualified individuals (not a married couple) occupy the same homestead, each must file a separate claim and report his/her portion of real estate taxes and/or rent paid.

Step 1

Name(s), Address, Social Security Number(s) and Birthdate(s)

Name(s), Address, Social Security Number(s) and Birthdate(s)

Use the label on the cover of the instruction book if all information is correct and print or type your social security number(s) in the spaces provided. If you did not receive a book with a label, or if the label is incorrect, print or type your name(s), address, and social security number(s) in the spaces provided. If you or your spouse do not have a social security number, enter "none" in the appropriate space(s). **Indicate your birthdate(s) in the boxes provided.** **Note:** If you are using a label, do not place the label over your birthdate(s). If married, enter both birthdates, even if your spouse died during the calendar year.

School District Number

Enter the number of the school district in which you live.

Phone Number

Enter your home telephone number.

Amended Return

Check this box if you are filing an amended return. Complete the entire return using the corrected figures.

Step 2

Filing Status

Lines 1 through 3

Check **"Single"** if you were: (1) single the entire 1999 calendar year; or (2) legally separated or divorced as of December 31, 1999.

Check **"Married—Filing Combined"** if you were married as of December 31, 1999, and occupied the same homestead(s) for any part of the 1999 calendar year. **Note: Income of both spouses must be reported regardless of age.**

Check **"Married—Living Separate for Entire Year"** if you did not occupy a homestead with your spouse for any portion of the 1999 calendar year.

Line 4

If you occupied and paid real estate taxes on the same home in 1999 as you did in 1982, and filed a 1982 Senior Citizens Credit Claim, check "yes" on Line 4. If you sold your home during 1999, or if you rent your homestead, check "no" on Line 4.

Section A: Step 3

Report Your Household Income

Note: Complete only Section A if you did not file a Form MO-1040 and your only sources of income are from social security, pensions and annuities, dividends, interest income or public assistance. If you are filing a Form MO-1040, you must complete Section A and Section B. **If you were age 65 or older on or before December 31, 1999 and you are a Missouri resident, you may qualify for a pharmaceutical tax credit (Section A, Line 16). The credit exists to offset the cost of legend drugs purchased with a prescription. The credit amount is \$200 for each claimant age 65 or older. However, if you are required to file a Form MO-1040 (because you may need to reduce your credit), you must figure your pharmaceutical tax credit on Form MO-1040. Round all amounts to whole dollars.**

Line 5

Enter total social security payments and benefits before any deductions as shown on your Form SSA-1099(s). **Enclose a copy of your Form SSA-1099(s).**

Line 6

Enter the amount of pensions, annuities, dividends or interest income not included on Form MO-1040. (Do not include amount of excludable costs of pensions or annuities.) **Enclose a copy of each Form 1099 or 1099R.** (If you filed a Form MO-1040 and you had exempt interest on your federal return or you qualified for an interest subtraction on your Missouri return, you must include that amount in your household income.) Enter the amount on Line 6.

Line 7

Enter total amount of public relief, public assistance, supplemental security income (SSI), AFDC payments and unemployment benefits received. (Public assistance includes any governmental cash received.) Do not include the value of commodity foods, food stamps or heating and cooling assistance. **Note: If filing a Form MO-1040, do not include unemployment benefits (already included on Form MO-1040) on Line 7. Enclose a copy of Form SSA-1099, if applicable, or a letter from the Social Security Administration that indicates the date of disability and total yearly income received.**

Line 8

Enter amount from Section B, Line H. **You must complete Section B if you file a Form MO-1040 or you have household income not included on Lines 5, 6 and 7.**

Line 9

Total Household Income (Add Lines 5 through 8).

Line 10

If filing status Box 2 (Married—Filing Combined) is checked, enter \$2,000.

Line 11

Net Household Income (Subtract Line 10 from Line 9).



If the total on Line 11 is over \$25,000,
No Credit Is Allowed.

Section A: Step 4

Real Estate Tax or Rent Paid

Line 12

Homestead Owned — If you owned and occupied your homestead and paid the real estate taxes, **you must complete Form MO-PTC, Part 1, page 3**, to determine your allowable homestead tax paid and to determine your allowable homestead school taxes paid for 1999. Enter the amount from Part 1, Line 5. **Note:** This credit is based on sole occupancy of your homestead. If you shared your home with relatives and/or friends, enter the appropriate percentage of homestead occupied. **Enclose copies of 1999 real estate tax receipts stamped paid to verify homestead tax claimed.** If your real estate tax is escrowed through your mortgage holder, you must obtain a paid real estate tax receipt from your county collector's office. If you send only a mortgage statement, your credit or refund will be denied. (If you owned and occupied a mobile home on which you paid personal property tax, also complete Form MO-PTC, Part 1, page 3.) **You must enclose a Form 948, Assessor's Certification if your tax receipt is for your home and more than five acres.** The property tax credit claim may only be based on your home and dwelling (not to exceed five acres). Your county assessor should complete Form 948 upon your request.

Line 12a

Enter the homestead school tax from Part 1, Line 5a, on this line. **Do not add or subtract this amount from the total homestead tax.**

Line 13

Homestead Rented — Complete and enclose one Form MO-CRP, Certification of Rent Paid for **each** rented homestead you occupied during 1999. (If you rented only one homestead, Form MO-CRP is provided on the back of Form MO-PTC.) **Note:** This credit is based on sole occupancy of your homestead. If you shared your home with relatives and/or friends, enter the appropriate percentage of homestead occupied. Enter the amount from Form MO-CRP, Line 7 on Line 13. Multiply that amount by 20% (.20) to determine your allowable rent equivalent to real estate tax paid. **Enclose a copy of your 1999 rent receipt(s) from your landlord (including the housing authority, nursing home or residential care facility). The landlord must sign the receipt with his/her tax identification or social security number. Copies of cancelled checks will be acceptable if your landlord will not provide a rent receipt. If your gross rent paid exceeds your household income, enclose a statement verifying how the additional rent was paid. You must provide a detailed explanation. Your claim will be denied if verification is not enclosed.**

Line 14

Enter total of Lines 12 and 13. Do not enter more than \$750 (the maximum allowed).

Section A: Step 5

Figure Your Property Tax Credit and Pharmaceutical Tax Credit

Line 15

Apply amounts on Lines 11 and 14 to the computation table on pages 17 and 18 to determine the amount of refund or credit. Enter the credit on Line 15. If you are filing a Form MO-1040, enter the credit on Form MO-PTC, Line 15 and on Form MO-1040, Line 36.

Line 16

If you are required to file a Form MO-1040, you must figure your pharmaceutical tax credit on Form MO-1040. If filing a Form MO-1040, enter zero (0) on Line 16. (The pharmaceutical tax credit is based on Missouri adjusted gross income, not household income. If you are required to file a Form MO-1040, your credit may need to be reduced, so it must be computed on Form MO-1040.)

If you are not required to file a Form MO-1040:

Enter \$200 for yourself if you were 65 or older as of December 31, 1999 and you are a Missouri resident. Enter \$200 for your spouse if your spouse was 65 or older as of December 31, 1999 and is a Missouri resident. Enter the total on Line 16. You do not qualify for the pharmaceutical tax credit if you received full reimbursement for the cost of legend drugs, purchased with a prescription, from Medicare or Medicaid or you are a resident of a local, state or federally funded facility. (If claimant would have qualified

for a pharmaceutical tax credit, but died before the last day of the year, the claimant would still qualify for the credit.)

Line 17

Add Line 15 and Line 16 and enter the total credit or refund on Line 17.

Note: If filing a Form MO-1040, enter your property tax credit on Form MO-1040, Line 36. If filing a Form MO-1040, you must figure your pharmaceutical tax credit on Form MO-1040.

Please Sign Return

Signature

You **must** sign your Missouri property tax credit claim. Both spouses must sign a combined return. If you pay someone to prepare your return, that person must also sign the return.

If you wish to authorize the Director of Revenue or delegate to release information pertaining to your tax account to your preparer or to any member of his/her firm, indicate "yes" by checking the appropriate box.

Section B

Household Income Not Included in Section A

Complete Section B if you filed a Form MO-1040 or you have income not included on page 1, Section A. Enter the total from Section B, Line H on Section A, Line 8.

Line A

If you file a Form MO-1040, enter income from Form MO-1040, Line 6 and skip to Line D.

Line B

If you do not file a Form MO-1040, enter wages, salaries, tips, etc. Enclose all Form W-2(s).

Line C

Complete Form MO-PTC, Part 2, page 4 and enter the total from Line 4 on Line C. Examples of income or loss which must be reported in Part 2, page 4, are rental income or loss, royalties, gains or losses from sales of real estate, stocks, bonds, etc.; farm, business, partnership, fiduciary and miscellaneous income or loss. **Enclose schedules where requested.**

Line D

Enter total Railroad Retirement Benefits **before** deductions for medical premiums or withholdings of any kind. **(Enclose a copy of your Form RRB-1099, if applicable.)**

Line E

Enter total annual veteran's payments and benefits. **Enclose a copy of your Form 1099-R. Note: If you are a 100% service connected disabled veteran you are not required to list veteran's payments and benefits. If you are the surviving spouse of a 100% service connected disabled veteran, all of the veteran's benefits must be reported.**

Line F

If you file a Form MO-1040 enter the amount claimed as a subtraction for exempt contributions made to, or earnings from, the Missouri Higher Education Savings Program (amount from Form MO-A, Part 2, Line 8).

Line G

Enter nonbusiness losses that were claimed on your Form MO-1040. If you did not file a Form MO-1040, enter nonbusiness losses that were claimed on Form MO-PTC, Part B, Line C. If the amount entered on Line C included a nonbusiness loss from Part 2, Page 4, you must enter the nonbusiness loss from Part 2, Page 4 on Line G. All amounts entered on this line must be **added** into household income (**not subtracted**).

Note: Losses from Federal Form 1040, Schedule F are considered business losses. If you included losses on your Form MO-1040, enclose a copy of your federal return with all schedules.

Line H

Add Lines A through G. Enter the total on Line H and on Section A, Line 8.